

**PERSONNEL POLICY**  
**Fauquier County, Virginia**

Policy Title:	Section No.	Effective Date:
Position Classification Plan	23	12/1/99
		Supersedes Policy:
		11/17/98

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**I. Establishment of Position Classification Plan**

~~The Board of Supervisors and School Board have approved the establishment of a Position Classification Plan. This plan is established in accordance with the provisions of the County and School Personnel Policy and with the recommendation of the County Administrator and Superintendent of Schools. All position classifications established within the County/School service are contained in the plan. The plan will be maintained by the Director of Personnel. Amendments and/or revisions to the plan will be effected only by approval of the Board of Supervisors and School Board.~~

**II. Classification of Positions**

~~A. Each permanent position shall be classified by the County Administrator/Superintendent of Schools in conjunction with the Director of Personnel, and/or the professional consulting firm under contract to conduct classification studies, and allocated to its appropriate class in accordance with the nature and level of difficulty when their duties are sufficiently similar that:~~

~~1. The same descriptive title may be used to designate each position in the class;~~

~~2. The same level of education, experience, knowledge, skills, abilities and other qualifications may be required of incumbents;~~

~~3. Similar tests of fitness may be used to select incumbents;~~

~~4. The same pay range will apply.~~

~~B. All classes involving the same nature of work, but differing as to level of difficulty and responsibility, shall be assembled into the same series. All series of classes within the same broad occupational field shall be assembled into the same group.~~

**III. Preparation and Administration of the Position Classification Plan**

~~A. The Department Head/Constitutional Officer, School Principal or Administrator shall notify the Director of Personnel when he/she feels that a new position needs to be created. The Department Head/Constitutional Officer, School Principal or~~

Administrator must submit a request for a new position to the Department of Personnel.

\_\_\_\_\_ B. The Director of Personnel will review the request, and if the Director of Personnel agrees that the new position request is in order, the request for the new position will be forwarded to the County Administrator/Superintendent of Schools.

\_\_\_\_\_ C. The County Administrator/Superintendent of Schools must approve the request for a new position and upon approval, the request will be returned to the Department of Personnel. The Director of Personnel will then submit a new class specification to the consulting firm under contract to provide classification services in order that a title can be created and a grade assigned to the new position.

\_\_\_\_\_ D. The Department Head/Constitutional Officer, School Principal or Administrator shall notify the Director of Personnel promptly of each such change of duties, responsibilities or work assignment and furnish detailed information relative to all positions under their jurisdictions.

\_\_\_\_\_ E. All positions are to be evaluated and assigned to a salary grade in accordance with the following criteria:

\_\_\_\_\_ 1. External market comparability;

\_\_\_\_\_ 2. Internal relationships of all positions based upon each position's minimum requirements for:

- \_\_\_\_\_ a. Training
- \_\_\_\_\_ b. Experience
- \_\_\_\_\_ c. Level of work to be performed
- \_\_\_\_\_ d. Human relations skills
- \_\_\_\_\_ e. Physical demands
- \_\_\_\_\_ f. Working conditions and hazards
- \_\_\_\_\_ g. Independence of actions
- \_\_\_\_\_ h. Impact on end results
- \_\_\_\_\_ i. Supervision exercised \_\_\_\_\_

\_\_\_\_\_ F. Once a new position classification has been completed by the professional consulting firm, the new position and grade will take effect. However, it will be established on a temporary basis. In order for the position to become permanent, it must be formally approved by the Board of Supervisors/School Board within one year after establishment of the temporary position. This will usually be consistent with the adoption of the annual operating budget.

~~\_\_\_\_\_ G. The Director of Personnel shall maintain and publish a complete set of class specifications for all classes in the County/School service. Such specifications shall be reviewed periodically with a view to maintaining their accuracy and ascertaining their need for update.~~

~~IV. \_\_\_\_\_~~ **Interpretation of Class Specifications**

~~\_\_\_\_\_ In determining the class to which any position shall be allocated, the specifications of each class shall be considered as a whole, including the duties, responsibilities and other pertinent characteristics of positions which have been allocated to the class subsequent to the publication of the class specifications.~~

~~\_\_\_\_\_ A. Class Title. The term "class title" or "title" shall refer to the official title of the class as specified in the class specifications and shall apply to all positions allocated to the class and shall be used in all personnel and administrative processes, except that other organizational titles may be used for purposes of internal administration.~~

~~\_\_\_\_\_ B. Relationship of Classes. Each class of positions is to be considered in relationship to other classes in the County/School service in determining its proper grouping within the position classification plan and its compensation. The specifications of the classes are to be interpreted with this relationship in mind.~~

~~\_\_\_\_\_ C. Specifications. The class specifications shall be descriptive and not restrictive. Class specifications shall contain the following information: position title, general definition of work, Americans With Disabilities Act compliance data, list of typical tasks, necessary knowledge, skills and abilities, education and experience requirements, and special qualifications. They are intended to indicate the kinds of positions which should be allocated to the several classes as determined by their duties and responsibilities and shall not be construed as declaring what the duties and responsibilities of any position shall be, or as limiting the power of any appointing authority to assign duties to, and to direct and control the work of employees under his/her supervision. The use of a particular expression or illustration as to duties shall not be held to exclude others not mentioned that are similar in nature, level of difficulty and responsibility, and qualification requirements.~~

~~V. \_\_\_\_\_~~ **Effect of Classification on Payment of Compensation**

~~\_\_\_\_\_ A. Approval of the payment of compensation to any person in a position shall not be made until such position has been allocated to a class and until the status of the individual in the position has been verified.~~

~~\_\_\_\_\_ B. No County/School service employee shall be appointed, employed, certified, or paid from County/School funds under any title unless the position is defined in the position classification plan and is properly allocated in the department's budget.~~

**VI. Status of Employees Upon the Reclassification of Positions**

~~\_\_\_\_\_ A. Upon the reclassification of a position from one class to another class of the same level, a lower level, or a higher level, the method of filling the position shall be determined in accordance with the rules regarding reassignments, position downgrades, or position upgrades, as may be appropriate.~~

~~\_\_\_\_\_ B. Whenever a class is granted a salary adjustment, the incumbent shall retain the same status in the new class as he/she held in the old class.~~

~~\_\_\_\_\_ C. The Director of Personnel may, before effecting status in the new class, require such evidence of the qualifications and fitness of the incumbent, including hearings, investigations and/or non-competitive examination, as he/she deems warranted.~~

~~\_\_\_\_\_ D. Whenever the title of a class is changed without a change in duties or responsibilities, the incumbent shall retain the same status in the new class as he/she held in the old class.~~

**VII. Reclassification Procedure**

~~\_\_\_\_\_ A. Reclassification occurs when a position's duties and responsibilities have changed substantially, resulting in an increase or decrease in job content sufficient enough to cause a change in salary grade.~~

~~\_\_\_\_\_ B. All reclassifications shall occur within the context of developing annual budgets. Prior to the annual budget process, each department should internally review all full-time positions to determine the extent of any changes in the past fiscal year and project changes during the current fiscal year. In the event a Department Head believes that the duties and responsibilities have changed or will change under the proposed budget sufficient to justify reclassification of that position, the department should fund such a reclassification within the budget process. Reclassification requests funded in the budget shall require classification study by the consultant to determine proper title and salary. Creation of a new or reclassified position is contingent upon obtaining all required approvals. Reclassifications are effective the first day of the fiscal year, i.e. July 1st.~~

~~C. On occasion a department may make significant changes in a vacant position during the fiscal year, which the department could not anticipate at the time the proposed budget was adopted. When this occurs, the Department Head in order to ensure that the position is appropriately classified prior to advertising, shall submit a written request to reclassify the position to the Department of Personnel. Only vacant positions and positions identified by the Director of Personnel as impacted by changes to vacant positions may be reclassified outside the annual budget process.~~

~~D. When a Department Head/Constitutional Officer, School Principal or Administrator feels that a particular position should be reclassified, they must submit a request to reclassify the position to the Department of Personnel.~~

~~E. Once the request to reclassify is received by the Department of Personnel, the request will be reviewed by the Director of Personnel. If the Director of Personnel agrees that the reclassification is in order, the request for reclassification will be forwarded to the County Administrator/Superintendent of Schools.~~

~~F. If the request for reclassification is approved by the County Administrator/Superintendent of Schools, it will be returned to the Department of Personnel with an indication of approval. The Director of Personnel will then submit a new class specification to the professional consulting firm in order that a title can be created and a grade assigned for the position.~~

~~G. On an annual basis, the Director of Personnel in conjunction with the County Administrator/Superintendent of Schools, shall select some positions for review and possible reclassification by the professional consulting firm so that all positions are studied within a five to six year period. Because of the distinction between department initiated reclassification requests and the periodic system-wide reviews, reclassification increases due to system-wide reviews would receive a one step increase per grade shift, or entry level step, whichever is greater. Employees in jobs recommended for a significant shift during this process shall not have to compete for their jobs in a recruitment and selection process.~~

#### **VIII. Position Classification Approval**

~~A. The Director of Personnel shall submit an Agenda Request and Resolution for the Board of Supervisors/School Board's approval. Action by the Board of Supervisors/School Board will be made in accordance with the County/School Personnel Policy and other applicable personnel regulations and/or ordinances. This will usually be consistent with the adoption of the annual operating budget.~~

~~\_\_\_\_\_ B. All positions reclassified by more than three (3) grade advances where the new grade is twenty (20) or above may require external advertisement.~~

~~IX. \_\_\_\_\_~~ **Appeals on Position Classification**

~~\_\_\_\_\_ Department Heads/Constitutional Officers, School Principal or Administrator may appeal a position classification made by the Director of Personnel by requesting an administrative review by the County Administrator/Superintendent of Schools of the position classification prior to submission to the Board of Supervisors/School Board.~~

~~X. \_\_\_\_\_~~ **Abolishment of Position**

~~\_\_\_\_\_ The Board of Supervisors/School Board may abolish a classified position whenever funds are not available or when it is deemed necessary and in the best interest of the County/Schools to take such action. No position shall be deemed to be held as a matter of right.~~

~~XI. \_\_\_\_\_~~ **Salary Assignment of Employee Whose Position is Downgraded**

~~\_\_\_\_\_ Each employee filling a position which is downgraded as a result of a position reclassification shall retain in his/her downgraded position the salary he/she is receiving on the effective date of such action. This includes an employee whose salary is in excess of the maximum step of the grade to which the position is newly assigned. In order for the incumbent to qualify for the downgraded position, he/she must be performing the duties of the position as well as meet the minimum requirements for it. In the event that the incumbent fails to meet the minimum requirements of the position, he will be subject to the provisions of paragraph XIII of this section. An employee whose salary exceeds the maximum step for the grade will be eligible for cost of living increases, but will only be eligible for merit and other salary adjustments at the Board of Supervisor/School Board direction.~~

~~XII. \_\_\_\_\_~~ **Salary Assignment of Employee Whose Position is Upgraded**

~~\_\_\_\_\_ A. Upgrading will be effected upon approval by the Board of Supervisors/School Board of a reclassified position to a higher pay grade. In order to be promoted to the reclassified position, the incumbent must be currently performing the duties and possess the minimum qualifications of the position.~~

~~\_\_\_\_\_ B. A qualified employee reclassified from one position to another position one (1) grade will receive a one step pay increase or step "A" of the new grade, whichever is greater.~~

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~~C. A qualified employee reclassified from one position to another position two (2) grades will receive a two step pay increase or step "A" of the new grade, whichever is greater.~~

~~D. A qualified employee reclassified from one position to another position three (3) grades will receive a three step pay increase or step "A" of the new grade, whichever is greater.~~

~~E. A qualified employee reclassified from one position to another position four (4) grades or more will receive a four step pay increase or Step "A" of the new grade, whichever is greater, if the reclassified position is below grade twenty (20). All position reclassified by more than three (3) grades where the new grade is twenty (20) or above may require external advertisement.~~

~~F. When just cause can be successfully demonstrated, the County Administrator shall have the authority to waive the external advertisement requirement for positions reclassified by more than three (3) grade advances at grade twenty (20) and above.~~

~~G. Increases are only available to employees rated satisfactory on their last performance evaluation and are not available to newly hired probationary employees unless the employee's current salary is below the minimum of the new salary grade. If the newly hired probationary employee's current salary is below the minimum rate for the new grade the employee will be receive "Step A" on the new salary grade.~~

~~H. An employee will not receive more than one reclassification within a twelve month period. However, the employee will be eligible for cost of living adjustments and merit increase consideration.~~

~~XIII. Salary Assignment of Transferred Employee Whose Position is Abolished~~

~~Each employee filling a position which is abolished as a result of reclassification, lack of funds, lack of necessary work, etc. shall be transferred to another position and maintain the same rate of pay, provided another such comparable position, for which the employee is qualified, exists. The employee shall receive the same salary he/she is receiving on the effective date the position is abolished unless the gaining department budget cannot provide the same salary. The employee will be eligible for the next comparable vacant position that occurs should a vacancy not exist within County/School service. The employee's merit pay increase date will not change unless there is a break in service.~~

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~~An employee who accepts a demotion under this procedure is authorized to receive the compensation of the former grade and position for not more than six (6) months. During the "grandfather" period, the employee shall be entitled to cost of living, merit pay increments, or other general pay adjustments accorded to other employees. If the employee remains in the original position at the end of six months, he or she shall be demoted to the grade to which the new position is allocated, and their salary will be adjusted, in accordance with the rules governing demotion.~~

~~\_\_\_\_\_ If the employee is returned to his/her active class within a two year period, the rate of pay shall be consistent with the active class.~~

#### **XIV. Salary Assignment for Overall Classification Upgrading**

~~\_\_\_\_\_ When an entire class of positions is upgraded, all employees within the class will be placed in the entry level of the new grade. The employee whose salary is above the entrance level of the new grade will be placed on the same step that they held in the old grade salary range. The merit pay increase date will remain unchanged.~~

#### **XV. Position Control System**

~~\_\_\_\_\_ A. The Position Control System is used to record and monitor permanent full-time and permanent part-time positions authorized by the Board of Supervisors/School Board. The system shall include, as a minimum, the following descriptive data on each position:~~

- ~~\_\_\_\_\_ 1. Type of appointment (permanent full-time or permanent part-time)~~
- ~~\_\_\_\_\_ 2. Classification (title, class, class series, grade level)~~
- ~~\_\_\_\_\_ 3. Salary (yearly, monthly and hourly rate)~~
- ~~\_\_\_\_\_ 4. Number of authorized hours per pay period for permanent part-time~~

~~\_\_\_\_\_ B. Any change to a department's position complement adopted by the Board of Supervisors/School Board in the annual budget must be reviewed and approved in accordance with the following procedures:~~

- ~~\_\_\_\_\_ 1. Board of Supervisors'/School Board's approval through regular agenda process is required for:~~
  - ~~\_\_\_\_\_ a. Creation of new positions~~
  - ~~\_\_\_\_\_ b. Reclassification of existing positions~~
  - ~~\_\_\_\_\_ c. Change in type of appointment if it results in additional cost to the County~~





~~\_\_\_\_\_ 2. The Director of Personnel and the County Administrator or Superintendent of Schools shall be notified prior to the following actions being effected:~~

- ~~\_\_\_\_\_ a. Change in the cost distribution of a position~~
- ~~\_\_\_\_\_ b. Deletion of a position~~
- ~~\_\_\_\_\_ c. Change in type of appointment that will not result in additional cost to the County~~

~~C. Any position change requiring the Board of Supervisors'/School Board's or County Administrator's or Superintendent of Schools' approval must be reviewed by the Director of Personnel prior to its submission to the County Administrator or Superintendent of Schools.~~